

**MIDDLEFIELD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING, JANUARY 28, 2016**

Present: Alma Elder (Chair), Barbara-Jean DiMauro (Secretary), Barbara Schiffert (Treasurer), Peter Sibley (Executive Director), Fred Vincent (Resident Commissioner)

The meeting was called to order at 3:00 P.M. by the Chair.

Approval of Agenda

The agenda was amended as follows: Under New Business, Review Employment Contracts was moved to Executive Session. The agenda was approved as amended.

Public Session/Comments

A resident asked if it might be possible to change from Comcast to dish TV reception. Pete will look into the feasibility of such change.

The upper parking lot upgrade is complete. Snow removal after the recent snowstorm went better than usual due to more residents being able to park in this lot. In addition, residents were better able to safely clean off their vehicles after the storm.

Approval of Minutes

Barbara moved to accept the minutes as presented; Fred seconded the motion. The minutes were unanimously approved as presented.

Correspondence—Resident Memos

The Board reviewed the HASIP Grant Quarterly Report.

The fire alarm upgrade is complete. Pete provided Commissioners a copy of the informational memo sent to residents.

Executive Director's Report

a) Financial Report: The quarterly report and the Sugarloaf Predevelopment Grant financials and Transactions report were reviewed.

b) Waiting List: There are 57 applicants on the waiting list.

Maintenance Report

a) General Operations: No problems/concerns. The annual recertification is on schedule.

b) Buildings: Storage units are complete; all are being used.

c) Grounds/Snow Removal: See Public Session/Comments.

Maintenance Report (continued)

- d) Water System: MHA is up to date with all testing.

- e) Turnovers: Readyng units for new residents is on schedule.

New Business

- a) Discuss RFP for Rehab Grant: On a motion by Barbara-Jean, seconded by Barbara, the Board unanimously authorized Pete to interview three candidates for the position of Grant Manager and Administrator of the Raspberry Ridge project. These candidates were selected from among applicants who have already submitted RFQs. Pete will present the successful candidate along with his RFP for the Board's approval.

- b) Review Financial Audit: MHA finances are well in order.

Old Business

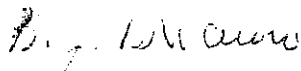
- a) Update on Rehab Grant: See New Business.

- b) Update from Fresnel Group: The Fresnel Group submitted its Status and Progress Report as well as the Project Financing Report.

- c) Update on Solar Panels: no action

The Regular Meeting adjourned to Executive Session at 4:20 P.M.

Respectively submitted,



Barbara-Jean DiMauro
Secretary